



LONG EATON COMMUNITY CARNIVAL ASSOCIATION

Long Eaton Carnival and Show

Saturday, 22nd June 2019

WEST PARK

Wilsthorpe Road, Long Eaton, NG10 4AA

Stalls and Exhibits Application Form

BE AN EARLY BIRD AND GET A 20% DISCOUNT ON BOOKINGS

RECEIVED BY 30 APRIL 2019

Closing date for all bookings is Noon on Thursday 6th June 2019

Many thanks for your interest in the carnival and show, I do hope you decide to take part in this year's event. The application form for space on the showground is attached along with further details to help you fill it in; once completed, please send:

- your completed application form
- copies of your insurance documentation
- your payment details
- where appropriate, your completed Erewash Borough Council Food Stall Details
- and any other relevant information to me at the address below:

The Secretary, LECCA
148 Wilmot Street
Sawley
Long Eaton
Derbyshire
NG10 3DQ

Applications must arrive no later than **noon on Thursday, 6th June 2019**.

If you have any queries regarding completion of forms or want any further information, please give me a call on 07938 619 297 or email stalls@longeatoncarnival.org.uk.

Kind regards and good wishes.

Wendy Parker-Cullen

Secretary, Long Eaton Community Carnival Association

Long Eaton Community Carnival –22nd June 2019

Stalls (indoor and outdoor) Booking Form

IMPORTANT INFORMATION ON BOOKING STALLS and EXHIBITS PLEASE CAREFULLY

There are three parts to this form:-

1 Application for Stalls

This is where you ask for space in the marquee or on the field, along with the number of tables and chairs you need (only available if ordered on form) in addition to providing details of your exhibit

When giving details of your exhibit you need to be aware that LECCA (Long Eaton Community Carnival Association) hires the showground site from Erewash Borough Council and is therefore duty bound to adhere to the council's rules and regulations regarding its use ; amongst those regulations are: "not to sell or allow to be sold any food or drinks in glass containers nor to give or allow to be given glass bottles as prizes" and "no animals for sale or as prizes". The council also requires organisations hiring its sites to ensure that exhibitors selling food, for example cakes etc, complete the "Food Stall Details" form. It also has to be borne in mind that the caterer hired by the LECCA has acquired the sole right to sell food and refreshments on the carnival and show site.

It is the stall holder's responsibility to ensure that any licensable activities undertaken on the Carnival Field are approved by the relevant authorities.

2 Declarations about Certificates, Health and Safety and Child Protection

This is where you tell us about your insurance and health and safety details.

LECCA accepts its duty of care for the health, safety and welfare of those contributing, participating, the public in general and children in particular. LECCA requires that those involved also accept their duty of care.

The main legislative requirements will be the Health and Safety at Work etc Act 1974 and Child Protection legislation which lay down general duties to ensure the health, safety and welfare of those at work or affected by that work or activity.

3 Risk Assessment

The risk assessment simply helps you to consider all the things that might go wrong, how to minimise the chance of them happening, and reduce the severity of injury to people (yourselves or the public) if they do. You need to consider risks when building up your stall at the beginning of the event and breaking it down afterwards as well as during the event itself.

The risk assessment is very important in cases

- where there is use of hazardous substances or significant structures or equipment;
- where activities, services or products can cause harm by physical failure/contact with equipment, materials, substances;
- where there are any hygiene implications; and
- where there is use of any equipment, vehicles or structures covered by statutory requirements because all activities involve the public or possible contact with the public.

Long Eaton Community Carnival –22nd June 2019

Stalls (indoor and outdoor) Booking Form

Booking instructions

When you have filled out the form, please send it along with your payment to the address below, ensuring that you affix correct postage stamps for size and weight of envelope.

If you plan to retail anything for human consumption, do not forget to complete and return the EBC Food Safety form.

The LECCA is duty bound to give Erewash Borough Council at least 14 days' notice of those participating in the event and therefore no applications for participation can be accepted after noon on Thursday, 6th June 2019.

All applications received before 30 April will be forwarded set-up details by 12 May and all applications received after 30 April will be forwarded set-up details by 12th June. If no details are received by these dates please telephone Wendy Parker-Cullen on 07938 619 297

Showground opening times

The Carnival showground will be open from 8am on Saturday 22nd June for exhibitors; set up prior to this time can be made under exceptional circumstances by prior arrangement only.

Exhibitors will have vehicular access to the showground until 11am at which time any remaining vehicles, which are not part of the exhibit, should be removed to the designated parking areas. The showground will officially open to the public at 12noon.

Further vehicular movements by stallholders will not be permitted on the showground until 5pm unless otherwise indicated.

The Showground attracts an estimated 5,000 visitors over the course of the day.

Liability Insurance

You must provide details of **both** your Public **and** Employers liability insurance. These policies are sometimes sold together under a Commercial Combined policy. Public liability insurance indemnifies you in respect of any interactions you have with members of the public; employer's liability insurance covers you, your employees, volunteers and other persons in your direct control.

We are unable to accept any applications from organisations without this cover, so please check with your broker or head office if in any doubt.

Data Protection

Long Eaton Community Carnival Association ("the Association") accepts it's duty to protect any personal information you provide to the organisation. Your information will be used for the following purposes:

- To process your application to attend the Long Eaton Carnival Show, this includes sharing limited information about you and your organisation with Erewash Borough Council

Optionally, we would like to retain your information for the following purpose:

- To inform you about news regarding future events organised by the Association
- To seek feedback from you about your experiences of the event.

If you **consent** for us to retain your information for these optional purposes, please tick this box

Long Eaton Community Carnival –22nd June 2019

Stalls (indoor and outdoor) Booking Form

Required space, tables and chairs

Spaces are available either inside the Community Marquee (6' x 6') or outdoors on the Showground (5m x 5m). In both cases you are welcome to bring your own table(s) and chairs or for a small fee, order them from us.

Indoor spaces in the Community Marquee

Indoor spaces are sufficient for a single 6' trestle table with sufficient space behind the table for you to stand or sit. If you require more than one table for your stall or exhibit, you should order an equal number of spaces.

The marquee is large and airy and popular with visitors, it offers good protection from the weather and is a good option if you want a minimal setup without the fuss of tents, gazebos and bringing lots of equipment.

You may drop off equipment for your stall at the rear of the marquee during set-up in the morning and for clearing up after 5pm. Free parking is available in the exhibitor parking ground between 11am and 5pm.

Outdoor pitches in the Carnival Showground

Outdoor pitches are 5m x 5m and are sufficient for a 3m gazebo with pegged guy-lines. The entirety of your exhibit must fit within the 5m x 5m pitch; multiple pitches will be allocated adjacent to each other (ie. in a line) unless otherwise requested.

Outdoor pitches offer excellent opportunities to interact with the public as they move around the showground.

These spaces provide parking for 1 to 2 vehicles at the rear of the pitch; additional parking spaces are available in the exhibitor parking ground.

		Price	Number	Total £
Indoor spaces 6' x 6'	Business	£50.00		
	Charity/Non-profit	£15.00		
Outdoor spaces 5m x 5m	Business	£50.00		
	Charity/Non-profit	£15.00		
Tables		£6.00		
Chairs		£1.50		
			Total so far (A)	
			Less 20% discount if booking before 30 th April (B)	
			Total amount due (A)-(B)	

Payment

We are currently able to accept payment by cheque or by bank transfer; please indicate payment method below. If paying by bank transfer, please ensure that the details are entered correctly and include the name of **your** organisation in the reference field.

I enclose a cheque payable to "Long Eaton Carnival Committee"	
I have made a bank transfer to "Long Eaton Carnival Committee" Sort Code 20-63-25 :: Account number 10942952	

Long Eaton Community Carnival –22nd June 2019

Stalls (indoor and outdoor) Booking Form

Part 2 – Declarations about certificates

Insurance and indemnities

I confirm that the following insurance/policies/certificates are current and valid and attach relevant copies.

Name of Insured		
Public Liability Insurance	Insurer:	
	Policy number	
Employers Liability Insurance	Insurer:	
	Policy number	
	Yes	No
Health and Safety Policy		
Food Hygiene Certificate		

Health and Safety at Work etc Act 1974

It is a condition of entry into any exhibition organised by the LECCA that every exhibitor, participator, contractor, sub-contractor, supplier and their agents comply with the Health and Safety at Work etc Act 1974, and all other legislation, rules and regulations associated with the venue.

The exhibitors/participators accept that it is their legal and moral duty to ensure that their own and others health and safety is not endangered by their action or inaction throughout the build-up, event day(s) and break down periods.

The exhibitors/participators must ensure that all those volunteering or employed by them are provided with suitable information, instruction and training to ensure the safety of themselves and others.

We agree to liaise with the LECCA on all matters regarding health and safety prior to and during the event where necessary to ensure the health and safety of all parties who may be affected by our action/inaction.

We recognise that the LECCA reserves the right to issue a suspended action notice for contravention of the health and safety rules of the LECCA and/or relevant statutory provisions and may, given the circumstances, prohibit an exhibit or activity where the agents of the LECCA consider that the health and safety or welfare of personnel or public is at risk.

Health and Safety		Child Protection	
Name		Name	
Position		Position	
Contact no.		Contact no.	

Manager or most senior person responsible for safety matters, e.g. managing director/owner

Name			
Position			
Sign		Date	

Long Eaton Community Carnival –22nd June 2019
Stalls (indoor and outdoor) Booking Form

Part 3 – Risk Assessment

Name of Business/Organisation			
Phone numbers – Landline		Mobile	
<i>Please tick relevant boxes:</i> Build Up <input type="checkbox"/> Event Day(s) <input type="checkbox"/> Break Down <input type="checkbox"/>			
Risk Assessment conducted by (block capitals please):			
Signature:			Date

Activities and Risks

There are some examples for you in the shaded area

<i>Activity/Task</i> (what is being done during set-up/event day(s)/break down)	<i>Hazard</i> (what is the potential harm)	<i>Persons at Risk</i> (who might be exposed to the hazard)	<i>Current Controls or Controls Required</i> (measures taken to control hazard)	<i>Risk Ranking</i> (likelihood of someone being injured)

Long Eaton Community Carnival –22nd June 2019
Stalls (indoor and outdoor) Booking Form

<i>Activity/Task</i>	<i>Hazard</i>	<i>Persons at Risk</i>	<i>Current Controls or Controls Required</i>	<i>Risk Ranking</i>

Long Eaton Community Carnival –22nd June 2019
Stalls (indoor and outdoor) Booking Form

<i>Activity/Task</i>	<i>Hazard</i>	<i>Persons at Risk</i>	<i>Current Controls or Controls Required</i>	<i>Risk Ranking</i>
Examples to help you fill out the Risk Assessment				
Electricity for hot water boilers	Shock	General public, venue staff, exhibitors' staff, other visitors, disabled, children, new or expectant mothers, contractors, lone workers, new/inexperienced staff, young workers etc	Electrical equipment test (PAT)	Low
Persons making contact with hot water boilers	Scalds		Boilers away from public reach	Low
Diesel stored and used to fuel generators; LPG for cookers	Fire/explosion		Away from public and in locked cage [<i>good practice</i>]; placed behind caravan [<i>not securing wouldn't be acceptable practice</i>]	Low; High
Personnel and public standing on platforms/performing on stage	Fall to below which could result in sprains/broken bones		Performers trained/experienced to work on stage	Medium
Public allowed to abseil/climb up structures	Fall to below which could result in death/broken bones		Qualified persons/instructors; appropriate climbing equipment inspected	Medium
Public coming into contact with animals, horses, show dogs, birds of prey	Bites/kicks/transferable diseases		Collar and lead and/or muzzled; in cages/fenced areas; tethered	Low
Display boards etc on tables/ground	Fall over		Secure all items in position and provide constant supervision	Low